

Montana Department of Public Health and Human Services	Policy
	MT CACFP 2008-5 Rev 1
	Section: All Institutions
Child and Adult Care Food Program	Subject: Food Production Records
	Date Revised: 1/1/2011

FOOD PRODUCTION RECORDS

A food production record provides documentation for the CACFP of the menu, foods used, quantities of food used, recipes, and the number of servings prepared for meals claimed to the CACFP. Food production records need to be completed by the end of each business day.

Food production records include the following elements:

1. Name of record: Food Production Record for CACFP
2. Name of the business and city or place
3. Name of person responsible. (A signature is not required on food production records; however, a signature is required on food delivery receipts.)
4. Date and meal: For example, 1/1/10 Breakfast
5. Menu (ordinary terms used to describe the main dish, additional foods and milk)
6. Foods used (include the foods used to meet CACFP required meal components and any other foods served in addition)
7. Unit (cup, fl. oz., gal., lb, oz., #10 can, slice, whole, etc.)
8. Serving size (6 fl. oz., ½ cup, ½ slice, 1 whole, etc.)
9. Number of servings prepared. Include CACFP participants plus the attending adults.
10. Amount of food prepared. This is the total amount of food enough to meet the CACFP meal component requirements plus additional amounts to meet appetite and energy needs of participants.

Child care centers, Head Start centers and adult day care centers are required to prepare food production records for CACFP containing all ten elements listed and numbered 1 through 10 above.

At-risk afterschool programs, outside school-hours programs, emergency shelters and institutions using food delivery receipts are required to record items numbered 1, 2, 3, 4, 6 & 8 in their food production records for CACFP and they are not required to include items numbered 5, 7, 9 & 10.

Day care homes are not required to maintain food production records, though these records may serve as an education tool and assist with compliance issues.

Examples of menus, recipes, food production records and food delivery receipts which meet the requirements of this policy are available on the State agency CACFP website.

[Reference: 7 CFR Part 226]

